

Sample CE Event Budget (PLA)

(Combining matching Contributions with Grant Request)

Jim is planning to attend PLA's national conference this year in Seattle. He will be traveling from his home in Wenatchee and staying three nights at a hotel recommended by the conference planners. He estimates his mileage from Wenatchee to Seattle at 160 miles each way – for a total of 320 miles round trip. At \$0.375 a mile, that's \$120, plus an estimated \$45 for parking, he will estimate a total of \$180 for travel (he decides to round high). Three nights at a conference hotel will cost approximately \$360, conference fees are \$160 (he's submitted his application in time for the 'early bird' deadline), and he's estimating \$150 for food for the trip. Although he's renewing his PLA membership at the same time as registering for the conference, he hasn't included this fee in his grant – LSTA funds cannot be used for professional association memberships. All together, he figures he'll spend at least \$830 for the conference, travel, lodging, and food (he's tried to estimate a little high – this is a budget, after all, and he knows that he won't receive more for reimbursement than what he requests initially). His sample budget might look like this:

	Matching Contribution	LSTA Grant Request	Total Amount Budgeted
Travel	\$90	\$90	\$180
Lodging	\$180	\$180	\$360
Food	\$150	NOT APPLICABLE	\$150
Fees for Event Registration	\$5	\$155	\$160
Other:*			
Other:*			
Total	\$420	\$420	\$830

Note: the individual's matching contribution may be a combination of individual and institutional funding. LSTA will not pay for (or consider as a matching contribution) fees for membership in professional organizations.

When Jim submits the paperwork for his claim after the conference, he will include *itemized receipts* for his hotel and conference registration. If these receipts don't show a zero balance, he will also send copies of his credit card or bank statements that reflect these figures (government paperwork again!).